

**COLLEGE OF THE CANYONS FOUNDATION**  
**26455 Rockwell Canyon Road, Santa Clarita, CA 91355**

**Executive Committee**  
**Meeting - Minutes**  
September 3, 2025 4:00 PM  
Canyons Hall 211

**Members** Gary Horton (Chair), Scott Schauer (Vice-Chair), David Andrus (Interim President), Jason Hinkle (Vice-President, Business Services and Foundation Treasurer), Shawna Mann (Foundation CEO), Monica Lee Copeland (Foundation Secretary), Lisa Burke (Finance Committee Chair), Randy Moberg, Tamara Gurney

**Members** Brian Koegle, Jill Mellady, Steve Corn

**Absent:**

**Foundation Staff** Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation Relations Coordinator III)

**Present:**

**District Staff**

**Present:**

**Affiliated Guests**

**Present:**

**Other**

**Attendees:**

**1. PRELIMINARY FUNCTIONS**

<b>1.1</b>	<b>Call to Order/Establishment of a Quorum</b> Gary Horton called the meeting to order at 4:04 PM, noting that a quorum was present.			<b>Gary Horton</b>
<b>1.2</b>	<b>Comments by Members of the Audience NOT on the Agenda</b> There were no comments made by members not on the agenda.			<b>Gary Horton</b>
<b>1.3</b>	<b>Approval of Meeting Agenda</b> Gary Horton requested a motion to approve the meeting agenda with an amendment adding item 2.3: Information Regarding Board Nominations.			<b>Gary Horton</b>
<b>Motion to Approve:</b> Tamara Gurney		<b>Second:</b> Randy Moberg	<b>Voting Yes:</b> Gary Horton, Scott Schauer, Shawna Mann, Monica Lee Copeland, Jason Hinkle, David Andrus, Lisa Burke	<b>Abstention:</b>
<b>1.4</b>	<b>Approval of Meeting Minutes: July 17, 2025</b> Gary Horton requested a motion to approve the meeting minutes from May 07, 2025 with one change: removing Rosie Kochendorfer from the list of attendees.			<b>Gary Horton</b>
<b>Motion to Approve:</b> Monica Lee Copeland		<b>Second:</b> Scott Schauer	<b>Voting Yes:</b> Gary Horton, Shawna Mann, Jason Hinkle, Lisa	<b>Abstention:</b> David Andrus

		Burke, Randy Moberg, Tamara Gurney	
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## **2. INFORMATION**

### **2.1 Fundraising Report**

**Monica Lee  
Copeland**

Monica Lee Copeland presented the latest fundraising report. She noted changes have been made regarding allocation of monies in the special events categories. The Foundation has raised \$1,319,725 for the start of the year.

### **2.2 Changes to Bylaws**

**Monica Lee  
Copeland**

Monica Lee Copeland presented revisions to proposed bylaws changes, based on comments from the prior Full Board meeting. These changes include attributing accepted in-kind donations (up to 50%) toward Board Member dues, and allowing the CEO, CDO, and Executive Director to reduce the annual giving threshold of certain Directors (no more than 10%) who are in good standing.

Tamara Gurney affirmed the decision to increase Board Member dues. Other Members noted their concern regarding limiting in-kind contributions to cover a maximum of 50% of Board Member dues.

After discussion, Board Members agreed to alter the proposed bylaw change so that Directors installed prior to July 1 2025, who are in good standing, may continue to fulfill their annual commitment at a reduced amount of \$1,500 via 'give' or 'get' until June of 2027.

### **2.3 Recommendation for Nomination of New Board Members**

**Monica Lee  
Copeland**

Monica Lee Copeland presented two prospective Board Members for approval at an upcoming Board meeting. The first is Malik Jackson, a retired NFL player and CEO of The Care League. The other is well-known at the College – Cindy Stephens, a retired faculty member of 35 years.

Gary Horton and David Andrus supported these nominations based on their fundraising capacity and comprehensive networks.

The Executive Committee agreed to recommend these nominations for approval at the subsequent Full Board Meeting.

## **3. APPROVAL**

### **3.1 Approval of Year End Financial Statements for FY2024-2025**

**Jason Hinkle**

Jason Hinkle presented the Foundation's year-end financial statements for FY2024–2025, noting that the organization exceeded net revenue expectations in Fund 81 without requiring the planned \$30,000 interest sweep from Fund 82. Strategic savings in salaries, benefits, and development fundraising contributed to a balanced budget and stronger-than-projected financial performance.

In Special Events, the Golf Tournament surpassed goals, generating \$44,000—\$4,000 above budget—while Silver Spur outperformed expectations by an additional \$16,000.

Overall, the Foundation's financial performance exceeded projections across its operating budget for the fiscal year, reflecting strong fiscal management and successful event execution.

**Motion to approve:**  
Monica Lee Copeland

**Second:**  
Randy Moberg

**Voted Yes:**  
Gary Horton, Scott  
Schauer, Shawna Mann,  
Tamara Gurney, Jason  
Hinkle, David Andrus, Lisa  
Burke

**Abstention:**

**3.2 Recommend Interest Sweep from Fund 82**

**Shawna Mann**

Shawna Mann proposed an interest sweep from Fund 82 and requested a motion to approve the Finance Committee's recommendation to transfer \$92,000 (of \$192,000 total) from Fund 82 to the Foundation Endowment. This reallocation is intended to strengthen the Foundation's long-term financial stability, sustainability, and independence.

Gary Horton requested a comprehensive fundraising report detailing the total funds generated by the Foundation, beyond those reflected in the operating budget.

**Motion to approve:**  
Shawna Mann

**Second:**  
David Andrus

**Voted Yes:**  
Gary Horton, Scott  
Schauer, Randy Moberg,  
Tamara Gurney, Jason  
Hinkle, Monica Lee  
Copeland, Lisa Burke

**Abstention:**

**4. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING**

**4.1 Adjournment**

**Gary Horton**

Gary Horton adjourned the meeting at 5:10 PM.